

## General rules for putting people in rooms

On your booking form, ask young people the full names of the people they want to share with, but make clear that you can't promise they will be sharing, but will try to accommodate them.

**As much as possible (and these are generalisations!):**

1. Boys and girls in separate buildings
2. If 1 is not possible, boys and girls on separate floors
3. If we can leave one building/one room totally empty rather than half-filling two, the cleaners will thank us
4. If people want to be in single room, try and accommodate that
5. Have as few people as possible in singles. We want to give space for relationship building.
6. Put year groups as close together as possible
7. Put small groups with each other
8. Put small group leaders near their groups if possible
9. Generally, put people with the people they want to be with, though this is sometimes difficult.
10. If you need to put people in single rooms, go for more mature (or at least older!) and/or the most confident (the latter may find a way round it).
11. Unless they really want to be in a room on their own, try not to put the quieter characters on their own.
12. Put the youngest in the larger multiple rooms
13. Put at least one older/wiser leader in every house as a housemaster/mistress. This is a surrogate parent figure. This is the person everyone needs to be able to look to for a good decision when things go wrong or there is an issue of safety.
14. Ask married leaders if they want to be together. Some don't on a residential. If being together is possible, preferably put them slightly away from rest, not passing by another dorm/toilet/showers to get to the room.
15. Put families together but as far away from young people as possible, preferably with a lounge nearby.
16. Put speaker away from noise if possible.
17. If you know the layout of the rooms, put leaders in key positions e.g. nearest to exit (cuts discipline problems as well as helping in an evacuation)
18. Spot the dorms who may be challenging and place leaders nearby, and those who might need their sleep furthest away.
19. Some leaders need their sleep. Put those leaders away from rooms likely to be noisier if possible, even if it's just next to a room likely to be quieter.
20. Always finish by counting! Are all the leaders (including speaker and leaders' pastors) and all the young people accounted for?

**Always double check the list with the Senior Leader before sending to venue.**